Office Outlook 2007 Differences

Application-specific Changes

Ribbon

When you first open Outlook 2007, you will see the same menus as before. However, when you create a message or add an appointment to the calendar, the Ribbon is there.

Many options are action sensitive and remain unavailable until you perform an action that requires use of the option.

The following describes each tab.

- ✓ *Message*— The *Message* tab displays the options you need when creating an email. Many of the options here used to be on the toolbar in Outlook 2003. Other options (i.e., the Address Book) were on the old Tools menu. Options are grouped by Clipboard, Basic Text, Names, Include, Options, and Proofing.
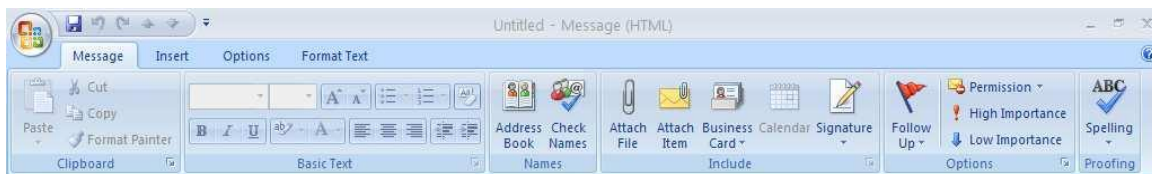
- ✓ *Insert*— The *Insert* tab displays some of the same options as the Message tab; others were on the old Insert menu. Options are grouped by Include, Tables, Illustrations, Links, Text, and Symbols.
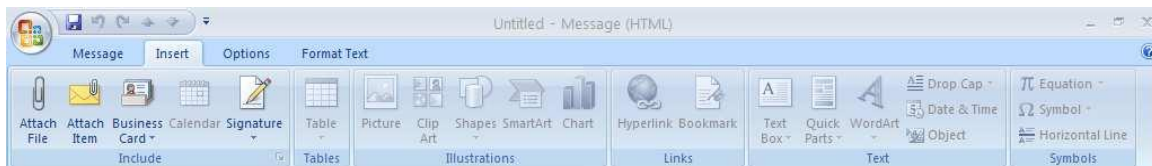
- ✓ *Options*— The *Options* tab contains most of the items displayed on the old Tools menu. Options are grouped by Themes, Fields, Format, Tracking, and More Options.
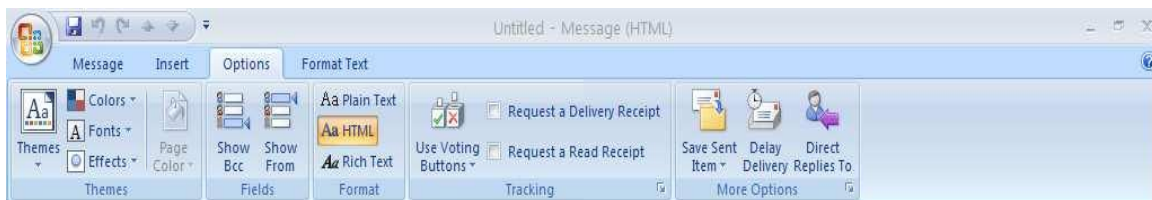

- ✓ *Format Text*—The *Format Text* tab displays many of the options that were on the old toolbar and the new Message tab. Options are grouped by Clipboard, Font, Paragraph, and Style.

Office Button

Outlook's File menu still exists. However, when you compose a message or create an appointment, the Office Button appears with the Ribbon. The button displays a menu much like the one in the other Office programs, but includes options for composing new Outlook items. The Editor Options button opens the window shown below right. This window is similar to the Options windows in the other programs.
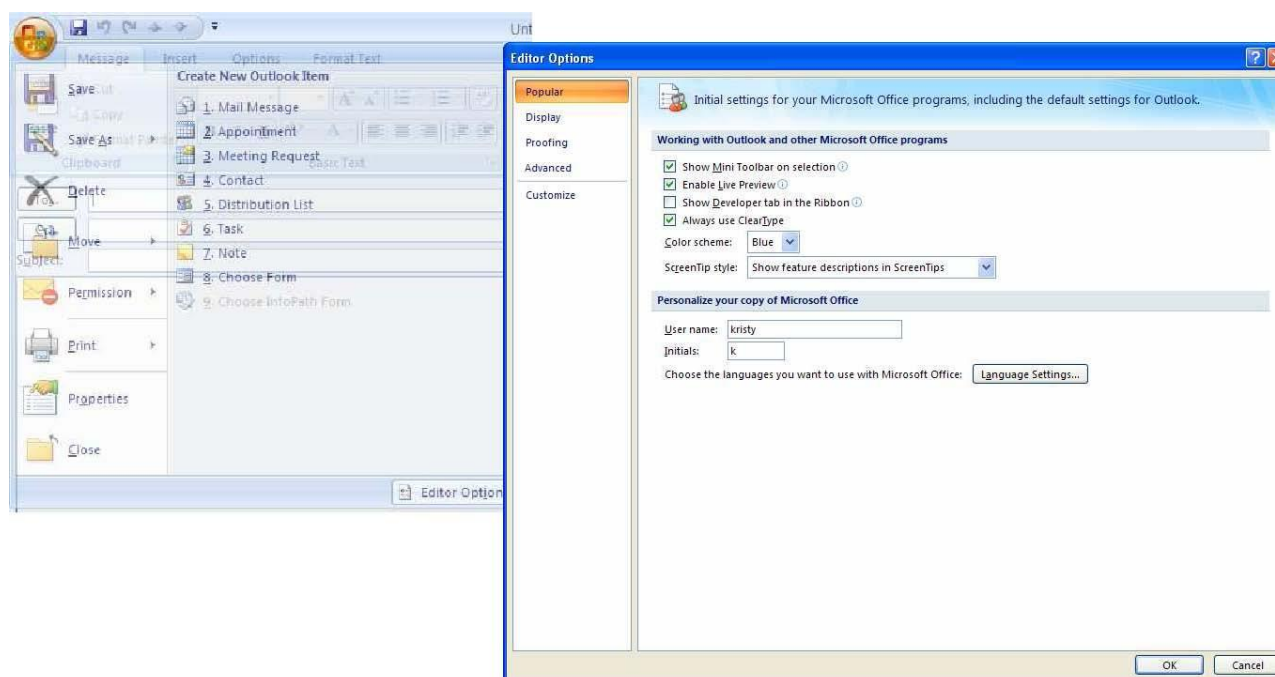
When you click on the New button to create a mail message while in the Mail Pane, the new message form opens as shown below:
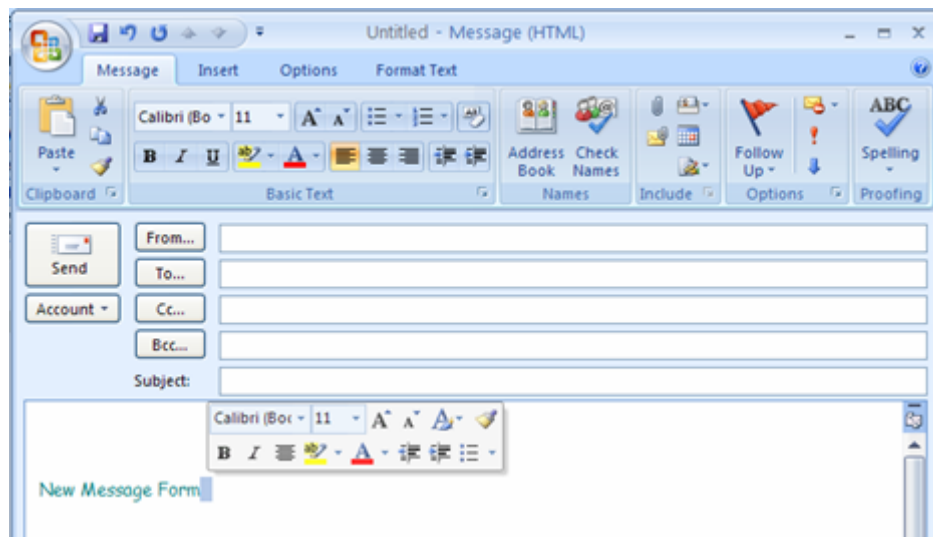
If you want to save or print a message or look at its properties or set its permissions or move it, you would use this menu. Also, you can create any kind of new Outlook item using this menu. For example, you can create a new Appointment, Contact, Distribution List, Task, etc., while reading a message (or from within any form), just by clicking on the Button. It also allows you to set Editor Options (see the button at the bottom below).
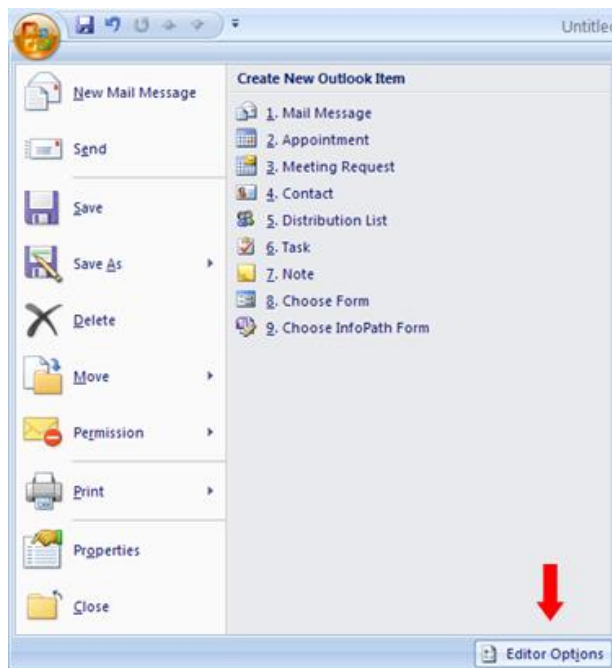
To Do Bar

The **ToDo Bar** is visible from Mail, Calendar, Contacts, etc. The ToDo Bar can help you keep track of tasks and appointments. The following are a few of its key elements.

- ✓ **Date Navigator**—Click a date here to display the day on your calendar to quickly view or add appointments. It works the same as clicking on Calendar and then the day, but quicker.

- ✓ **Upcoming calendar appointments**—This area shows any upcoming appointments.

- ✓ **A place to enter new tasks by typing**—This is just a faster way to enter tasks, instead of creating a new task from New | Task.

- ✓ **Your task list**—Your task list for the week and for the day can be viewed in this area. You can also arrange tasks by due date.

Viewing Attachments

Previous versions of Outlook allowed you to view the body of an email in the viewing pane without opening it, but if you wanted to view an attachment, you would need to open it first. Outlook 2007 lets you view certain attachments (dependent on the file type) without opening them.
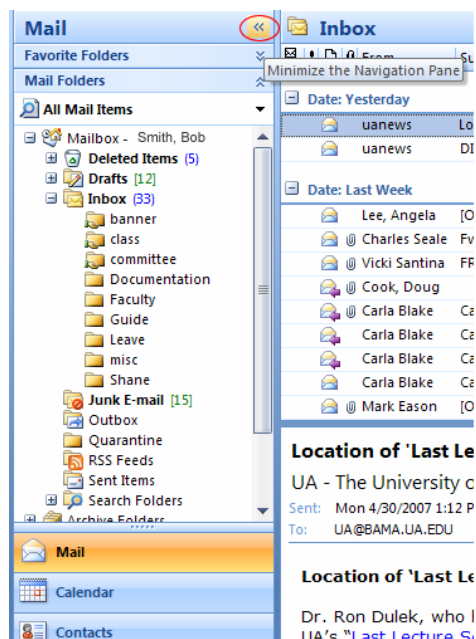
Navigation Pane

The Navigation Pane can now be minimized into a vertical button bar. Just click on the double arrows.

This minimizes the Pane as shown below:

When you click on the double arrows indicated, this expands the Navigation Pane again. Notice that you can also expand and collapse the Favorite Folders and Mail Folder panes as well using the same technique.